



CITY OF SALEM SHERIFF'S OFFICE

2014 ANNUAL REPORT



A CULTURE OF CARING AND A
TRADITION OF SERVICE!



City of Salem Sheriff's Office

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On behalf of the City of Salem Sheriff's Office I would like to offer this copy of our 2014 annual report. It is my sincere hope that you find the report both interesting and informative as you gain insight into our operation.

2014 was another great year for the office providing opportunities for staff in the form of both retirements and promotions. For the first time in the history of the office we will experience three senior staff retirements within a 12 month period. While we hate to lose the combined experience of these long-time appointees, through training and preparation we are able to promote and keep the office running at "full speed". You will notice as you peruse the office workload measures, we have been experiencing a steady volume of courts worked, civil process, and transportation of in-custody individuals, as well as confinement of inmates. Through extensive planning, we have been able to meet our goals and objectives despite the economic challenges on both the State and local levels. As we move into 2015, we will continue to work hard to deliver the very best in court services to our citizens, always keeping with our motto, "A culture of caring...A tradition of service".

I would invite you to please visit our website at www.salemva.gov/departments/sheriff for further information on Salem Sheriff's Office law enforcement initiatives. You may also visit us at the courthouse anytime at 2 E. Calhoun St.

Yours in Service,

A handwritten signature in black ink that reads "Eric A. Atkins".

Eric A. Atkins
Sheriff

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MISSION STATEMENT

We, the professional men and women of the Salem Sheriff's Office are empowered to defend the Constitution of the United States and the Commonwealth of Virginia. Through courtesy, care, trust, and commitment, we will work diligently to provide the most effective and safe delivery of court services to our citizens.

GUIDING PRINCIPLES

Integrity

We have integrity. We serve the citizens with the highest moral and ethical standards. Honesty and moral courage guide us in our relations with all persons.

Respect

We show respect. We treat each other and all people with respect in a consistent manner.

Professionalism

We are professionals. We listen compassionately and act with respect, sincerity, and courtesy when interacting with each other and the citizens. We are firm in our convictions in upholding the laws, while treating others as we would want to be treated.

Commitment

We are committed. We work in a partnership with court personnel, city officials, other law enforcement agencies and the citizens of Salem to gain mutual respect and appreciation for one another. Together we will provide responsive and efficient quality service through cooperation, problem solving, and accountability.

Office Operations

Sheriff Eric Atkins leads an Office of 12 appointees, eight of which are full-time positions and four are part-time. During 2014, we experienced a lot of changes within the ranking structure of our Office, and added a couple of new faces.



Chief Deputy, Major J. David Rorer retired from the Salem Sheriff's Office June 30, 2014 with six years of service to the agency and a previous long-time employment with the Salem

Police Department. Major Rorer was the accreditation manager and led us through two successful on-site accreditation assessments in 2009 and in 2013.

Captain Keith Mucha also announced his retirement in 2014, with his official last day as January 1, 2015. Captain Mucha was the mastermind of our Civil Process division and a great asset to this Office. He has impressed his wealth of



knowledge on those that will follow his footsteps in civil process. Mucha retires with over 25 years of service to the Sheriff's Office.

On September 28, 2014, Todd Clingenpeel joined our staff as a Deputy Sheriff. Todd is a retired Lieutenant from Roanoke City Police Department with 26 years of service to their agency, and two years of service with Roanoke College Campus Safety. He brings a great deal of knowledge and experience to our already talented and professional group of appointees.

Following two retirements in 2014, there were several promotions within the Office. Sergeant April M. Staton was selected by Sheriff Atkins to fill the Chief Deputy position effective August 3, 2014. Major Staton has 12 years of service with the Sheriff's Office. Master Deputy Sarah Duffy was promoted to Sergeant and Deputy Brian Herndon was selected as the next Master Deputy, both effective August 31, 2014.



At the end of 2014, upon the official retirement of Captain Mucha, Lieutenant Mike Huffman was promoted to the rank of Captain effective January 4, 2015. Also effective January 4, 2015 was the hire of Jonathan Branson as our newest Deputy

Sheriff. Jonathan has prior employment history at the Western Virginia Regional Jail (WVRJ), and most recently Botetourt County Sheriff's Office. Jonathan is a graduate of Radford University and is a Nationally Registered Emergency Medical Technician (NREMT).

Courthouse Security

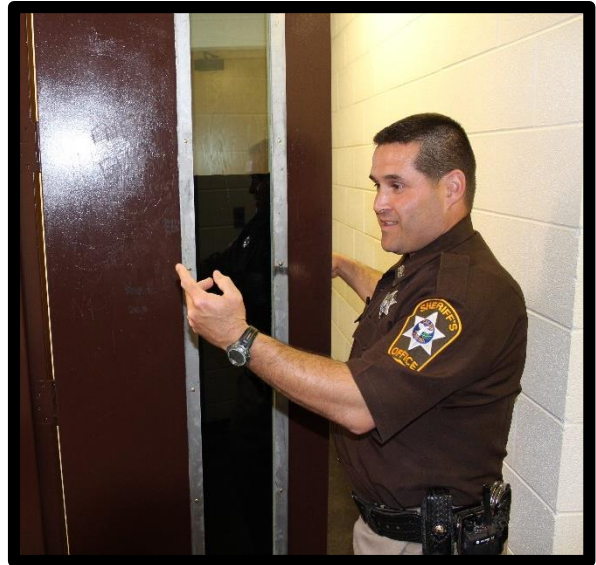
One of the primary functions of the Salem Sheriff's Office is the security of the courts. This includes security of all courthouse staff, and members of the public that enter the building for court or personal business. In 2014, there were 187 court sessions for Juvenile and Domestic Relations court, 260 General District courts, and 215 Circuit courts. For security reasons, each person that enters the Courthouse is screened for weapons and/or prohibited items via the x-ray machine and magnetometer.



Above: Deputy Marvin Freeman screens a gentleman entering the courthouse for court.

Transportation of Prisoners or Other Persons in Custody

Our Office is responsible for the transportation of inmates that are scheduled for court in Salem. Transportation may be from any local jail or detention facility in the Commonwealth of Virginia, unless of course the inmate is housed at the Western Virginia Regional Jail (WVRJ). Per our agreement, the WVRJ transportation staff provide for delivery and pick up of Salem inmates housed in their facility. There were a total of 1108 court transports completed in 2014.



Above: Female inmate being transported to court & Master Deputy Brian Herndon retrieving an inmate from holding cell.

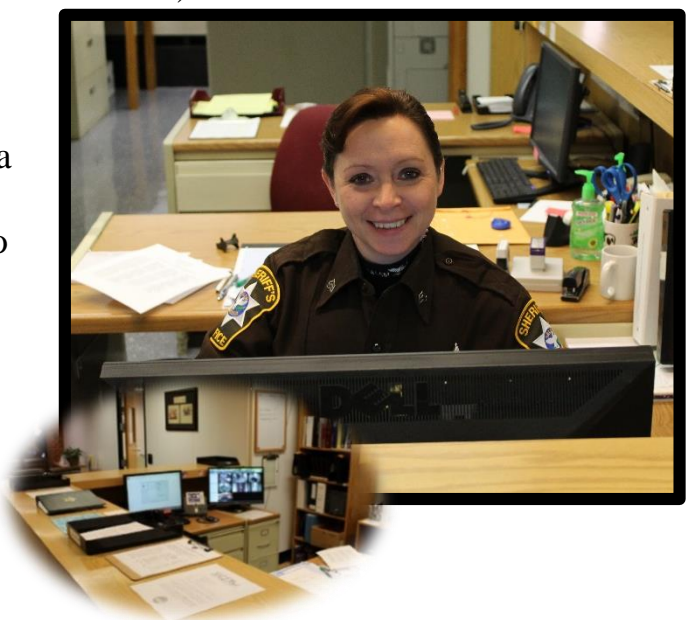
Our other transportation responsibilities are inmate medical appointments or trips to the emergency room as needed for inmates housed at the Roanoke County/Salem Jail, mental health transports by court order, and extraditions of inmates from other states. This past year we traveled 61,649 miles in performance of our duties. We completed five extraditions from the states of Maryland, Tennessee, North Carolina,

and West Virginia. A statistic that has continued to increase over the last several years is the number of mental health transports we provide. In 2012, there were a total of 32 mental health transports. In 2013, there were 35 and in 2014 the Office completed a total of 49.

Civil Process

Sergeant Duffy leads our civil process division. Civil process continues to be a staple of our work, with a total of 21,511 civil papers served in 2014 by our civil process technicians Master Deputy Brian Herndon and Deputy Logan Pruett.

In 2014 the Office experienced a large increase in Temporary Detention Orders (TDO's). A Temporary Detention Order is a magistrates order directing us to transport mental health patients (mentioned above) from their current location to a facility of temporary detention based upon evidence that the individual has a mental illness and may pose a threat to themselves or others, is unable to care for themselves, or is simply in need of treatment and is unable or



unwilling to seek such treatment. Upon service of the TDO, we must then complete the transport to the facility named in the order.

Training

Each year the Sheriff organizes a full-day training retreat for all appointees. For 2014, the retreat was held at the Greenfield Center in Botetourt and included training on Sovereign Citizens by Master Deputy Steve Garber, Leadership Principles by Al Moyer, and an overview of the Aveion Lewis case from two Roanoke City Detectives.

The Sheriff also encourages appointees to seek and attend as much training as they can, if feasible. Some of the notable training received by Appointees includes: Horse Sense for Leaders, Surviving Verbal Conflict & Public Service Excellence, Virginia Law Enforcement Accreditation Coalition conference attendance, Gang training, Survival Shooting Tactics, Equity & Diversity conference attendance, General Instructor development, Firearms Instructor, and refresher training on First Aid/CPR/AED.

Our Office currently has six Department of Criminal Justice Services certified general instructors, one driver instructor, and two firearms instructors. Our most

recent certified instructors are Master Deputy Brian Herndon as a firearms instructor, and Deputy Logan Pruett as a General Instructor.



Master Deputy Brian Herndon



Deputy Logan Pruett

Sheriff's Office Workforce

The Salem Sheriff's Office workforce program was implemented on June 1, 2010. This is an alternative to incarceration program for low level offenders in which individuals voluntarily work at various departments within the City of Salem in lieu of reporting to jail. Those who successfully complete the program may, at the discretion of the Judge, have their charge dismissed or their jail time suspended. Those who are unsuccessful are returned to court and may then be convicted of the crime as charged.

Captain Mike Huffman is the direct supervisor over all participants in the program. He reports that we currently have 14 active volunteers, 47 successful completions for 2014, and seven unsuccessful completions. The 47 volunteers that completed the program, worked a total of 1331 hours for the City of Salem.

By not incarcerating these individuals, the City of Salem is saving taxpayer money. Each inmate that is housed at the Roanoke County/Salem Jail costs the City \$59.91 per day, and inmates housed at the WVRJ are \$32.19 per day. This cost does not include medications. There is also money savings by not paying part-time employees to do the work the volunteers perform.



Captain Huffman has taken great pride in helping each individual in this program. His motto is, "we always help people, and give back". Even though these participants have been charged with a crime, it is our job to help them any way we can. Two volunteers now have full-time jobs with the Salem Civic Center, and countless others work part-time.

We should also recognize the City of Salem Commonwealth Attorney's Office, members of the local bar, and the Judges and their court staff for their commitment and efforts to make this program a success.

Community Involvement

The Sheriff's Office has a strong desire to perform our duties to the best of our ability for the benefit of our citizens! Our Office prides itself on building relationships and making an impact in our community.



Above: Master Deputy Steve Garber and Deputy Todd Clingenpeel (not pictured) visit with a TAP class.



Above: Salem High School students visit the Courthouse

Each year we assist with Salem High School's After-Prom activities, the Needlework Guild, and volunteer for many events with Special Olympics. We are frequently contacted by schools to do presentations or to schedule visits to the courthouse. This past year we visited two schools, assisted with TAP kids at City Hall for Christmas, and hosted students from HopeTree Family Services and Salem High School. Our ability to impact the youth makes our contact with them very worthwhile and meaningful to our staff.

During First Responders Day, hosted by Lakeside Baptist Church, Deputy Logan Pruett represented our Office as a member of the Honor Guard which consisted of members from other agencies from within the Roanoke Valley.



Above: Sheriff Atkins with Colonel Bobby Russell, Superintendent of Western Virginia Regional Jail.
Deputy Logan Pruett with Sheriff Atkins at Lakeside Baptist Church, First Responders Day.

The biggest event of the year for our Office was the *Out of the Darkness* community walk which was organized by our very own Sergeant Sarah Duffy and Sheriff Atkins. The *Out of the Darkness* walk is a fundraiser for the American Foundation for Suicide Prevention. An idea borne by Duffy, began with only a hope that her efforts would educate our community on suicide. Sarah lost her brother Jack to

suicide in December 2012, thus motivating her to organize this event through which she raised \$16,469.25 and welcomed 348 walkers. The event was held at the Salem Red Sox-Lewis Gale Field and garnered a tremendous amount of support and assistance from Red Sox staff, local and regional jails, WDBJ7, Lewis Gale Hospital, Roanoke College, and many others throughout the City of Salem and the Roanoke Valley.



Accreditation

Accreditation is considered to be the ultimate measure of professionalism among law enforcement agencies. There are 745 areas of compliance that must be met in order to achieve and maintain accredited status. Our Office successfully completed its last official on-site assessment in March of 2013. We are in the second term of our current accreditation cycle, with plans to have a team of professionals review our files at the end of this term.

Sheriff Atkins serves as an executive board member with the Virginia Law Enforcement Professional Standards Commission. Part of his responsibility as a Commission member is to present certificates of Accreditation to other law enforcement agencies across Virginia.



Above: Sheriff Atkins presents Vinton Police Department (left) with certificate of accreditation. Roanoke County Sheriff's Office (right) was also awarded a certificate of accreditation that was presented by Sheriff Atkins.

Goals and Objectives for Upcoming Year

Just as this past year has held change for our Office, our “sister agency” the Salem Police Department also experienced significant change. We congratulate Chief Tim Guthrie and Deputy Chief Mike Crawley! We look forward to working together to provide the citizens of Salem with the best team of law enforcement services in the Commonwealth of Virginia.



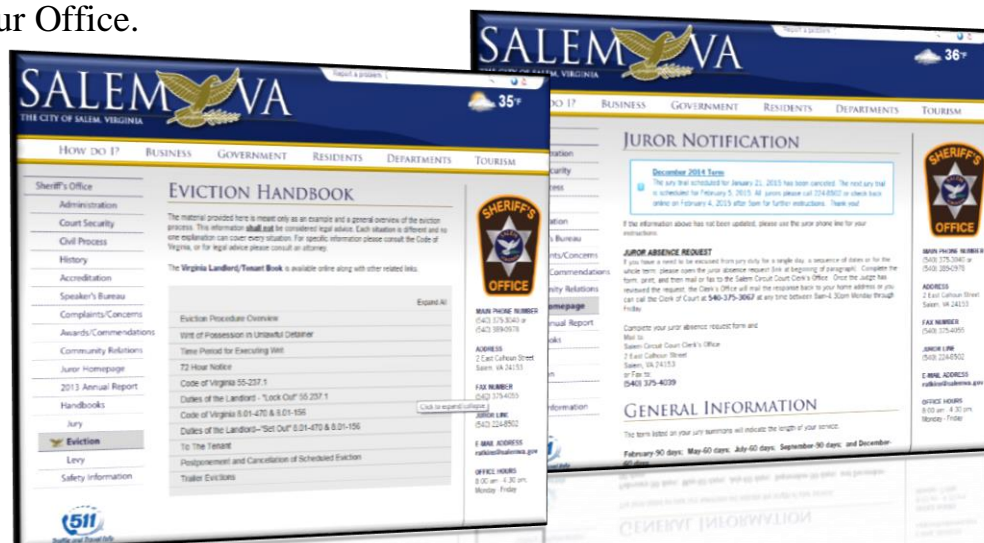
Above: Sheriff Atkins, Deputy Chief Mike Crawley, Chief Tim Guthrie, and Commonwealth Attorney Tom Bowers

At the Salem Sheriff’s Office we aspire to cross-train our Deputies to work all areas of our Office, proficiently. Changes in assignments, positions or rank, allow us to

develop each appointee to their fullest potential which greatly benefits the Office and our citizens. We are only as good as we prepare and train ourselves to be and our goal is to be the most professional, well-trained Sheriff's Office in the Commonwealth of Virginia.

Major April Staton intends to stay involved with Mental Health Task Force and Law Enforcement/Mental Health meetings available in the Roanoke Valley so that we may be more effective in dealing with mental health transports, and TDO service. This collaboration of services and experience is valuable to each agency involved.

The Salem Sheriff's Office maintains a user friendly and informative website for our citizens. It provides helpful information on Office administrative staff, contact information, evictions and levies, jury duty, office initiatives, etc. We encourage our citizens to utilize this site and provide us feedback on how we can improve its ease of use, quality of contents, or any other suggestions that may be of concern regarding our Office.



2014-CAPTURED MOMENTS



Left: Sergeant Sarah Duffy with kids at Salem After Five-benefiting the Needlework Guild

Below: Salem Memorial Baseball Stadium for Out of the Darkness walk



Salem Chick Fil-A for Special Olympics TIP-A-COP event; Deputy Logan Pruett



Left: Major April Staton during accreditation on-site assessment for Westmoreland County Sheriff's Office

Right: Major April Staton with Tyler Caldwell at University of Richmond for Opening ceremonies of the Special Olympics Summer Games. Tyler plays on the Area 8 basketball team that April assisted with in 2014 and she is now a partner (player) on the team for 2015.





Above: Lt. Clayton-Salem Police Department, Sheriff Atkins, and Officer Blake Critz-Salem Police Department at First Responder's Day at Lakeside Baptist Church



Above: Sheriff Atkins in character for a presentation at Rotary!



Above: Major April Staton at opening ceremonies for Special Olympics Summer Games

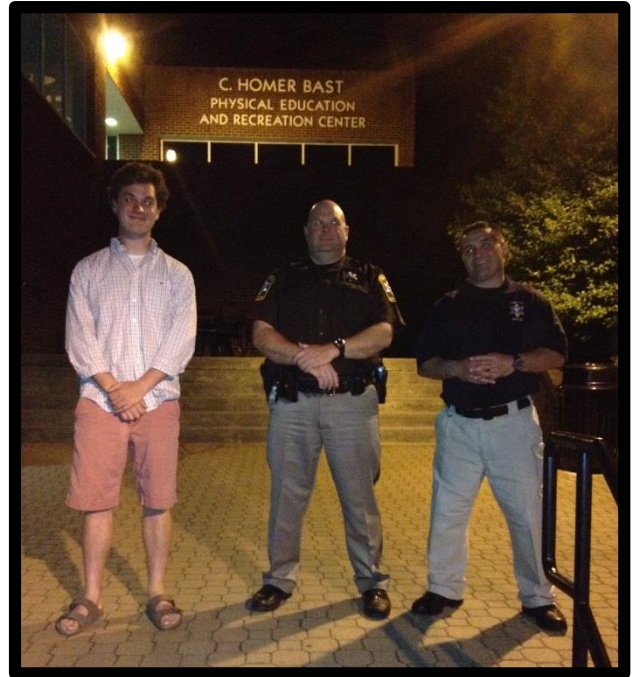
Right: Sheriff's Office marked vehicle at Tip-A-Cop fundraiser for Special Olympics



Left: Sergeant Duffy and Sheriff Atkins at Law Enforcement Memorial Service

After Prom 2014-

Master Deputy Steve Garber & Deputy Brian Herndon



Out of the Darkness Walk 2014



Commendations or Concerns

We, the staff of the Salem Sheriff's Office, strive to deliver to the public the most professional and efficient delivery of court services. There may be times when you wish to commend or compliment one or all of the members of our staff for a job well done. If so, we would like to hear from you personally. You may e-mail, call, or come by our office and ask to speak to a supervisor.

We also recognize that there may be times when you have a question or concern about our operation or even a complaint. If you would like to voice these concerns or register a complaint, please come by our office and you will be instructed as to the proper procedure.



We would like to thank our citizenry and encourage input whenever possible. Together we can strive to meet our goals and perform our mission as it pertains to the overall administration of justice.

**For more information, please visit our website.
<http://www.salemva.gov/departments/sheriff/SheriffsOffice.aspx>**



CITY OF SALEM SHERIFF'S OFFICE WORKLOAD MEASURES FOR 2014

<i>Service of Court Papers</i>	
Levies executed	11
Writ of Possessions (Fieri Facias)	157
Subpoenas served	9,157
Jury summons served	641
Temporary Detention Orders served	41
Criminal warrants served	4
Other civil process served	11,513
TOTAL SERVICES	21,511
<i>Collections</i>	
Fees and Commissions	\$ 1,023.44
Collections on Levies	62,385.01
Sheriff's Sales	0
Total Money handled and disbursed	\$ 63,356.64
REMITTED TO TREASURER	\$ 62,053.79
<i>Courts Worked</i>	
Circuit Court	215
General District Court	260
Juvenile & Domestic Relations Court	187
TOTAL SESSIONS	662

<i>Transportation</i>	
Inmate court appearances	1045
Juvenile court appearances	63
Inmate medical events	13
Mental patient transports	47
Juvenile mental patient transports	2
TOTAL TRANSPORTS	1170
TOTAL MILEAGE	61,649 miles
<i>Extraditions</i>	
Extraditions (out of state)	5
<i>Custody</i>	
Persons taken into custody	238
Inmate days in Roanoke Co/Salem Jail	10,360
Inmate days in WVRJ	33,599
<i>Deputy Accidents/Injuries</i>	
Consecutive days without a lost-time accident/injury	365
Vehicular accidents	0



*City of Salem Sheriff's Office
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Salem, Virginia 24153*